

February 12, 1968

DD/ST# 641-68

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY

On January 25 the Senior Interdepartmental Group approved a Basic Concepts paper as guidance for the development of decisions on overseas personnel reductions pursuant to the President's directives of January 18. In paragraph 9 of that paper, agencies were asked to conduct studies and develop plans for effecting reductions in order to be in a position to review the recommendations of Chiefs of Mission.

To be most useful, special studies of overseas programs which appear on the attached list should be made by each agency head concerned with the objective of recommending two specific bands of personnel reductions: (1) at least 10% and (2) at least 15% of the actual on-board strength of December 31, 1967. While these percentages apply specifically to U.S. direct hire personnel, the studies should encompass similar reductions in foreign national employees and in contract personnel, American and local. The studies should be forwarded to the SIG Review Panel by March 4. They should take into account and comment on the recommendations of the Chiefs of Mission, which will have been worked out with the agencies' representatives in the field. The studies should be worldwide in scope and encompass such matters as Washington-overseas relations, regional arrangements, greater use of TDY travel in lieu of stationing personnel abroad, substitution of local employees, transfer of duties to the Embassy, etc.

The agency studies should identify agencies' overseas staffing plans in the FY 1969 budget and discuss the effect of changes that would result from the recommended reductions.

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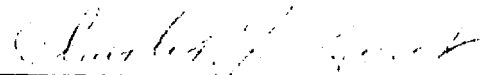
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- 2 -

In the period between now and the time decisions are made on the reductions to be effected, all agencies should refrain from transferring personnel to permanent stations overseas who may have to be sent back by the reduction program. The objective of the program is reductions by at least 10% from the actual on-board strength of December 31, 1967. Thus, any net additions to overseas strength in this period will make attainment of the objective more difficult and will require further offsetting reductions. Accordingly, prior to approving the travel overseas of personnel on permanent assignment during this period, agency heads are requested to assure that the post to be filled will not be in their identified bands for reduction or in the recommendations of the Chiefs of Mission. To assure the latter, agencies should obtain for each proposed new assignment the concurrence of the appropriate Chief of Mission, if not already known, through the appropriate State Department Country Director.



Nicholas deB. Katzenbach
Under Secretary of State



Charles J. Zwick
Director, Bureau of
the Budget

Attachment:
List

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DEPARTMENT OR AGENCY

PROGRAMS

USIA

International Press Service,
International Broadcasting
Service, Exhibits, Publi-
cations

COMMERCE

Environmental Science Service
Administration

AGRICULTURE

Agricultural Research Service

HEW

Public Health Service Foreign
Quarantine, Public Health
Service Communicable Disease,
National Institute of Health
and its programs, Social
Security Administration

TREASURY

Accounts, Internal Revenue
Service, Secret Service,
Foreign Assets Control, Asian
Development Bank

ATOMIC ENERGY
COMMISSION

9 Liaison Offices, Atomic
Bomb Casualty Investigation

AMERICAN BATTLE MONUMENTS
COMMISSION

All locations abroad

INTERIOR

Reclamation Bureau, Bonneville
Power Administration, Office
of Saline Waters

JUSTICE

Federal Bureau of Investigations,
Immigration and Naturalization
Service

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- 2 -

DEPARTMENT OR AGENCY

PROGRAMS

NASA

All locations abroad

TRANSPORTATION

Federal Highway Administration,
Federal Aviation Administration,
Coast Guard

VETERANS ADMINISTRATION

All locations abroad

NSA

All locations abroad

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